

Put this on Region Letterhead

PPS 10209

July 2020

Date

Bank Name

Address

Dear,

Adult Protective Services (APS) is the state agency that investigates reports regarding the health, welfare, and safety of vulnerable adults. Pursuant to K.S.A. 39-1436, The Kansas Department for Children and Families Adult Protective Services Division is requesting records as listed below.

K.S.A. 39-1436 requires that any person or agency who maintains records relating to an involved adult which are relevant to the investigation being conducted by DCF or Law Enforcement be released to DCF or Law Enforcement upon receipt of a written request for information, written notice that an investigation is being conducted by the department, and certification that written notice has been sent to the involved adult or the involved adult's guardian. An involved adult is the adult who is the subject of a report of abuse, neglect or exploitation.

I, (APS Worker), an APS Investigator, employed by DCF in the APS Division certify that an investigation is being conducted by DCF regarding the involved adult listed below. I certify that APS provided the involved adult or the involved adult's guardian written notice of the investigation on **(mo/dd/yyyy)**. The records received will be subject to the confidentiality requirements listed in K.S.A. 39-1434.

APS received a report with allegations of financial exploitation of **Jane Doe, (DOB mo/dd/yyyy; last four digits of SSN -0000)**. I am requesting records for **(Jane Doe)**, for the period of **(mo/dd/yyyy to mo/dd/yyyy)** for all accounts including but not limited to:

- ☐ Bank statements for any and ALL accounts, including checking, savings, money market, & CDs
- ☐ Copies of all checks and withdrawals from the account(s) (front & back) including offsets
- ☐ Copies of all deposits and deposit items (front & back)
- ☐ Customer Profile showing all accounts, including opening and/or closing dates and signature cards
- ☐ Statements for any loans, lines of credit, or credit cards and copies of any cash advances
- ☐ Any and all Power of Attorney documents and/or other legal documents
- ☐ ATM photographs for the last 45 days
- ☐ Other: Mortgages, IRAs, Any and all information regarding reports of fraud

This information is critical for the purpose of conducting an investigation of financial exploitation and is needed as soon as possible. **Please provide these records on or before (mo/dd/yyyy)**

Due to time sensitivity of this investigation, it is desired that you send the documentation by: Encrypted CD, flash drives, email (email address), fax (fax Number) or mail: (Mail address).

DCF: Adult Protective Services

Attn: APS worker

Address

If you have any questions or concerns, you may contact me at (phone number)

Sincerely,

APS Investigator

Included below: Kansas State Statutes K.S.A 39-1434 & 39-1436

CC: Involved Adult or Guardian

39-1434. Statewide register; report, assessment or written evaluation not public record; disclosure of certain individuals prohibited.

(a) The secretary of social and rehabilitation services shall maintain a statewide register of the reports, assessments received and the analyses, evaluations and the actions recommended. The register shall be available for inspection by personnel of the department of social and rehabilitation services and as provided in K.S.A. 2000 Supp. 65-6205 and amendments thereto.

(b) Neither the report, assessment or the written evaluation analysis shall be deemed a public record or be subject to the provisions of the open records act. The name of the person making the original report, or any person mentioned in such report shall not be disclosed unless the person making the original report specifically requests or agrees in writing to such disclosure or unless a judicial proceeding results therefrom. No information contained in the statewide register shall be made available to the public in such a manner as to identify individuals.

History: L. 1989, ch. 129, § 5; L. 1997, ch. 161, § 7; July 1.

39-1436. Same; access to relevant records; confidentiality requirements.

(a) As provided in this section, any person or agency which maintains records relating to the involved adult which are relevant to any investigation conducted by the department of social and rehabilitation services or a law enforcement agency under this act shall provide the department of social and rehabilitation services or a law enforcement agency with the necessary records to assist in investigations. In order to provide such records, the person or agency maintaining the records shall receive from the department of social and rehabilitation services:

- (1) A written request for information;
- (2) A written notice that an investigation is being conducted by the department; and
- (3) Certification or confirmation that the department has sent written notice to the involved adult or the involved adult's guardian. Any such information shall be subject to the confidentiality requirements of K.S.A. 39-1434 and amendments thereto.

(b) The department of social and rehabilitation services or a law enforcement agency shall have access to all relevant records in accordance with the provisions of subsection (a).